

LONG ASHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE MEETING 19:30, 10th June 2019, Jubilee Pavilion

Present: Ms S Hardingham – Chairman

Absent: Mr A Cartman

Ms S Barnes

Mr C Cave

Mr M Harris

Mr P Jackson

Mr A Johnson

Mr D Johnson

Mr M Semple

Mr T Weir (from 19:37)

Mr A Wilkinson

In Attendance: Dr Janet Turp (The Clerk), Mrs T Warren (Assistant Clerk, minutes)

F19.60 - Election of Chairman

It was proposed by Cllr Cave and seconded by Cllr Wilkinson, that Cllr Hardingham be appointed as Chairman of the committee for the next municipal year or until such time as a new Chairman is elected. There were no other nominations so Cllr Hardingham was appointed as Chairman. All in favour.

F19.61 - Election of vice Chairman

It was proposed by Cllr Hardingham and seconded by Cllr Cave, that Cllr Harris be appointed as vice Chairman of the committee for the next municipal year or until such time as a new vice Chairman is elected. There were no other nominations so Cllr Harris was appointed as vice Chairman. All in favour.

F19.62 - Apologies for absence were received from Cllr Cartman.

F19.63 - Declarations of Interests and Grant of Dispensations.

Interests to be declared during the meeting and no dispensations were requested

F19.63 - Minutes of previous F&GP meetings

- a) The minutes of the meeting held on the 15th April having been circulated, and following the addition of 'Cllr Pullin replied "the plan is on-going with new trustees finding time to work on it" to paragraph F19.37 were confirmed as a correct record and signed by the Chairman. Proposed by Cllr Jackson and seconded by Cllr Wilkinson. All in favour.
- b) The minutes of the meeting held on the 20th May 2019 copies having been circulated, were confirmed as a correct record and signed by the Chairman. Proposed by Cllr Hardingham and seconded by Cllr Jackson. All in favour.

F19.64 - Exclusion of the press and public

There were no matters requiring the exclusion of the press and public.

F19.65 - Matters arising

- a) F19.31a – PFLA Community Grant; the PC is holding £450 in general reserves for a drinking fountain included in the grant application. It was agreed the Clerk write to PFLA to advise this funding will be withdrawn if significant progress has not been made by the beginning of October or if works have not started by the December.
- b) F19.35a – Reinvestment of 12 month Triodos bond; the proceeds of the bond (£75,032.32) were re-invested at 0.9% gross EAR.
- c) F19.35d – Planters; the first has now been delivered and placed outside the Chestnuts Dental Practice, funded using the High Street Clean-up grant. It is planned to have two similar

planters with a bench between them, planted with trees in the area outside the Post Office. This will cost about £2,000, with £1,000 to come from the PC recycling silver award fund and the remainder to be donated by the businesses in that area. It was RESOLVED to give the Clerk in consultation with the Chairman delegated power to proceed with the purchase of the planters, trees, soil and incidental expenses. Proposed by Cllr Hardingham and seconded by Cllr Wilkinson. All in favour. These will be added to the PC's asset register and insurance.

- d) F19.52 – Gardener recruitment; an appointment has been made with a start date to be agreed.
- e) F19.40 – Correction to Earmarked Reserves; it was noted that further to the minutes of 15th April, an amendment to the ER has been made to include a £112.76 donation received for the Festival Way bench into the village enhancement reserve and the CIL payment received from £7215 to £7215.60.

F19.66 - Payment of accounts and Payments to Council

A list of payments and receipts was presented at the meeting. It was RESOLVED to approve expenditure at £37,788.52 during April and May and to note receipts at £94,038.85 over the same period. Proposed by Cllr Hardingham, seconded by Cllr Cave. All in favour.

F19.67 - Bi-monthly statement and Bank reconciliation

- a) Cllr Barnes was appointed to review the bank reconciliation.
- b) The bank reconciliation at 6th June 2019 and summary was presented. The total amount in all accounts is £600,088.59 including £41,600 in a long term investment. It was RESOLVED to approve the bimonthly statement and bank reconciliation. Proposed by Cllr D. Johnson and seconded by Cllr Jackson. All in favour

F19.68 - Review of Expenditure against Budget – noted.

This was considered and net income over expenditure at 6th June of £55,657 noted.

F19.69 - Finance Items

- a) Safety of monuments and remedial work.

In response to a query from the PC the inspector has confirmed that the newer memorials requiring work do have a ground anchor so are not unsafe but the joint has broken between the base and the foundation. The immediately unsafe monuments have been laid down. The Churchyard Trust does have some funds which could possibly be made available for remedial works to older monument. It was RESOLVED: that the Clerk writes to the stonemasons of the monuments installed in the last 5 years requiring work, to inform them of the inspection comments, and to provide them with the opportunity to inspect and remedy their works and to ask Young Johnson to proceed with the work on the older monuments as per their estimate. Proposed by Cllr Barnes, seconded by Cllr Cave. All in favour.

- b) Lanyards, name badges and name plates. The requirement for these was discussed, and prices presented. It was RESOLVED to purchase lanyards and name plates at a total cost of around £100 proposed by Cllr Hardingham, seconded by Cllr D Johnson and carried.

F19.70 - Gardeners Walk play area and s106 money from Tydings Close

The Clerk together with Cllrs Barnes and D. Johnson met with the contractor to confirm the area that was going to be used for the play area and to ensure that sufficient space was left for football and other activities. They were satisfied this is adequate. In order to address concerns on anti-social behaviour associated with seating, it was RESOLVED to amend the design to remove the 2 benches. Proposed by Cllr Hardingham and seconded by Cllr Barnes. All in favour. It was agreed that Cllr Barnes should be the day to day contact with Sovereign in association with the clerk. The Clerk will advise the contractor, NSC and the resident regarding changes to the design of works.

F19.71 – VES

Following discussion around possible additional works, included in the original plan but not in the current phase 1, but which were identified in the consultation as needed it was agreed in principle that additional funds could be allocated to the VES. This would include the £5,000 previously earmarked for Yanley Lane safety works some of which NSC are funding and others which are unlikely to go ahead. . A meeting for all Cllrs regarding the PC finances would be welcome before the budget is considered in December.

F19.72 – LACA/PC Joint working group

- a) It was noted that clarity on LACA's constitution, regarding the PC's agreement to appointments, is needed.
- b) It was agreed that Cllrs Hardingham, D. Johnson, Weir and Wilkinson be appointed to the joint working group, with a meeting to be planned soon.

F19.72 – Library

The working group has met and will meet again soon to continue working on the business plan.

F19.73 – Community Grant

The public decision meeting will take place on 9th October, 19:30 in the Pavilion, Keedwell Hill.

F19.74 – Taylor Wimpey Areas

- a) Transfer of the Taylor Wimpey areas and lease to LACA – no update
- b) Public Art – update from Taylor Wimpey – no update
- c) Replacement for logs in Chancellors Park play area – on-going
- d) Replacement bench for Kings Croft play area – awaiting fitting by contractor

F19.75 – Parish Council office working group; no report at this time.

F19.76 – Community Engagement

Community engagement issues, including Facebook and Nextdoor, will be included in the workshop to be held on 29th July.

F19.77 – Youth Club management Committee

Cllr Jackson reported that there were three Committee members but ideally should be between 4 and 6. Now Cllr Barnes and Cartman have been appointed to the committee as additional PC representatives this has been resolved. For the last year the committee met only three times a year but if this moves to 5 meetings a year, as had been their practice, and there is a meeting before the next F&GP meeting, the PC will be content that there is sufficient financial oversight. The management committee would like to move to a three year grant agreement.

F19.78 – Skate Park

It was noted that at the annual Council Meeting it was resolved to accept the recommendation that the Keeds Lane end of Peel Park was the preferred location. However, LACA has not yet formally agreed the location. It was agreed that although the working group does have a LACA nominated member, there seems to be a lack of communication so a meeting will be planned between the working group and LACA in order to take the project forward. The working group will be focusing on the tender stage, to select a designer from which a design can be put to stakeholders before seeking planning permission. Any proposals will be brought back to F&GP. Fundraising will start when planning permission is obtained.

F19.79 – Accounts for the year 2018/19;

- a) To review the draft Internal Auditors Report and to recommend to Council an action plan to meet any actions arising from the report.
The draft Internal Auditors Report for the year end 31st March 2019 was presented at the meeting and reviewed. Bishop Fleming, the auditor noted that amounts held in HSBC, Triodos and the PSDF exceeded the level of cover provided under the Financial Services Compensation Scheme (FSCS) of £85,000 and that the risk this presented should be considered by the council. The committee noted that given the PC's assets are spread across five institutions, the sums over the limit are a reasonably small percentage of the amounts held, capital expenditure is planned this year and that all the institutions are subject to the Bank Of England stress test, it was considered that the risk was at an acceptable level. They also commented that the changes to the asset register gave a much clearer picture of the fixed assets. Minor amendments had been made to the asset register at the internal auditor's suggestion and the updated register will be brought to the next F&GP meeting.

- b) It was RESOLVED to: recommend approval of the 2018/2019 audited accounts for the year 2018/19 to the Council meeting on 24th June. Proposed by Cllr Hardingham and seconded by Cllr Cave. All in favour. The Chairman thanked the Clerk for her work on the accounts.
- c) Annual Governance and Accounting Statements – these were considered. It was noted that all councillors need to consider these fully before they are approved and signed at the Council meeting on 24th June. It was RESOLVED to recommend agreement of the Annual Governance and Accounting Statements to the council meeting on 24th June. Proposed by Cllr Hardingham and seconded by Cllr Cave. All in favour.

F19.80 – Frequent payments

The circulated list was reviewed and changes in insurer, external auditor and photocopier service provider noted. It was RESOLVED to approve the circulated list. Proposed by Cllr Harris and seconded by Cllr Jackson. All in favour.

F19.81 – Investment Strategy

The investment strategy, amended to take account of current accounts, balances and interest rates was reviewed. Following minor amendments it was RESOLVED to recommend the continuing adoption of the PC's investment strategy to Council. Proposed by Cllr Hardingham, seconded by Cllr Barnes. All in favour.

F19.82 – Banking

Following review of the list of current authorised signatories for bank accounts, it was agreed that the following signatories be recommended to Council:

- HSBC: Cllrs Cave, Hardingham, Harris, Jackson, D. Johnson, McQuillan and Semple.
- Triodos – Cllrs Cave, Hardingham and D. Johnson in addition to the Clerk.
- Nationwide – Cllrs Barnes, Cave, Hardingham and Harris.
- PSDF – Cllrs Cave, Hardingham, Semple and Weir.
- LAPF – Cllrs Barnes, Hardingham, Jackson and Wilkinson.
- Hampshire Trust – Cllrs Hardingham, Harris, Weir and Wilkinson.

Proposed by Cllr Hardingham, seconded by Cllr D. Johnson. All in favour.

F19.83 – Internal audit review

It was agreed the Clerk and Cllrs Barnes and D. Johnson should form the working group to review internal control/audit arrangements and their effectiveness.

F19.84 – Correspondence

- a) From CCLA – Market Reports, LAPF prices, PSDF factsheets - noted
- b) From resident re revision of Standing Orders – it was agreed to reply to the resident that this would be considered as part of the review of how the PC works.
- c) Thank you letters from grant recipients – noted
- d) From ICO re Cllrs registering with the ICO – It was noted that Cllrs do not have to individually register with the ICO.
- e) From resident re cinema notices being stolen and others reporting loss of banners; it was noted that LACA and other community group's banners and notices have been damaged or removed. It was agreed that the Clerk write to Highways, NSC to check whether any had been removed by them. Cllr Barnes will look into advertising banner masts.
- f) From Triodos - The bank had written asking for information on turnover, balance sheet and staff which has been provided and separately to say that the new bank subsidiary had been formed; noted
- g) All Saints Church questionnaire; this was delegated to Cllr D. Johnson to draft comments for the Clerk to respond.

F19.85 - Matters for information - none

Date of next meeting - Monday 12th August 2019

Meeting closed at: 21:44